Utilities

Utilities permit you to manage your interactions with the ECF system and give access to case mailing information.

STEP 1. Click on **UTILITIES** on the ECF Main Menu Bar.

STEP 2. A menu titled **Your Account** and a menu titled **Miscellaneous** will display.

- ❑ The items on the **Your Account** menu allow you to access and manage your interactions with the ECF system and your PACER account.
- ❑ The items on the **Miscellaneous** menu give you access to creditor lists for mailing and service purposes.

Change Your Client Code

This option allows entry of a new client code which is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty-two alphanumeric characters long. It is used for reporting charges made to the current PACER account.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Change Your Client Code** hyperlink.

STEP 2. Enter a new client code.

STEP 3. Click **Submit** to continue or **Clear** to reset.

STEP 4. Click on Main Menu option of your choice to continue.

Change Your Pacer Account

This screen lets you specify the PACER account to be charged for accessing ECF data. You will still have the privileges of the ECF account you used to start this session.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click the **Change Your PACER Account** hyperlink.

STEP 2. Enter PACER login, password, and an optional client code.

STEP 3. If you check the box labeled "Make this my default PACER login", the one you enter here will replace any default you specified previously (if you establish a default, you will not be asked for a PACER login when you request data).

STEP 4. Click **Login** to continue or **Clear** to reset.

STEP 5. Click on Main Menu option of your choice to continue.

Internet Payment History

This option is relevant ONLY if you are filing electronically and have arranged with the court to pay filing fees over the Internet with a credit card.

STEP 1. Click on **Utilities**, then, under the **Your Account** heading, click the **Internet Payment History** hyperlink.

STEP 2. By default, payments made within the last month are listed. If you want a different date range, enter the beginning and end dates.

STEP 3. Click **Run Report** to continue or **Clear** to reset.

- ❏ The report lists all payments that you have made of fees incurred via the Internet, whether you paid over the Internet or by other methods (such as over the counter at the court).
- ❏ The payments are in order by receipt number.
- ❏ Because receipt numbers for Internet payments usually have a different format than receipts issued by the court, you may see two major groupings on the list.

STEP 4. Click on Main Menu option of your choice to continue.

Internet Payments Due

This option is relevant ONLY if you are filing electronically and have arranged with the court to pay filing fees over the Internet with a credit card.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click the **Internet Payments Due** hyperlink.

- ❏ The report lists all fees you have incurred via the Internet that have not been paid.
- ❏ Charges are listed in order by date.

STEP 2. Click on Main Menu option of your choice to continue.

Review Billing History

This option displays the number of ECF pages accessed and charges incurred for the PACER account you are currently using.

STEP 1. Click on **Utilities,** then, under the **Your Account** heading, click on **Review Billing History** hyperlink.

- ❏ **Transactions dated** - Enter date range for which you want to see the billing data. **NOTE**: charges incurred at this ECF site during the last 3 months can be viewed. Older transactions can be viewed from the PACER Service Center Web site.
- ❏ **Sort** - If you enter client codes when you access ECF, the charges are totaled for each code. You can sort the report by date the charges were incurred, or by client code, then by date.

STEP 2. Click **Submit** to continue or **Clear** to reset display criteria. Billing history will display.

STEP 3. Click on Main Menu option of your choice to continue.

View Pacer Account Information

This option displays the current PACER account and client code, if any, in which you are currently logged into the database.

STEP 1. Click on **Utilities** from the Main menu, then click on **View PACER Account Information** hyperlink.

- ❑ System displays the account information used to log into PACER.

STEP 2. To continue, click on the Main Menu option of your choice.

View Your Transaction Log

This option displays details of all transactions (docketing, etc.) on ECF on or between the dates you specify.

STEP 1. Click on **Utilities** from the Main menu, then click on **View Your Transaction Log** hyperlink.

STEP 2. Enter the start date and end date for the report you want displayed.

STEP 3. Click **Submit** to continue or **Clear** to reset the dates.

- ❑ A list of all your activities in ECF during the time specified displays.
- ❑ To print the transaction log, click on **Print** from your browser toolbar.

STEP 4. To continue, click on the Main Menu option of your choice.

Mailings...

This option gives you access to Creditor Mailing Matrix, Mailing Information for a Case and Mailing Labels by Case.

Creditor Mailing Matrix - Displays creditor names/addresses for a single case.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Creditor Mailing Matrix** hyperlink.

- ❑ **Case Number** - Enter the case number of the bankruptcy case in the YY-NNNNN format.

- ❏ **Special Mailing Group** - Highlight ONLY the blank field to list all regular creditors or select "All" for all special mailing groups. If you select specific group(s) to display the names and addresses of members of the selected groups, if there are no groups associated with this case, you will get the message "Sorry your requested case ...does not have creditors" - this means that there are no creditors belonging to the specified groups.

- ❏ **Format** - Select either a "1 column" format or a "raw data format" (pipe-delimited). The one column file can be saved as a text file on your computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels.

STEP 2. Click **Run Report** to continue or **Clear** to reset the selections.

Mailing Info For A Case - Displays a list of those who receive email notices and those who require manual noticing.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...**, then, click the **Mailing Info For A Case** hyperlink.

- ❏ Enter the case number in the YY-NNNNN format.

STEP 2. Click **Submit** to continue or **Clear** to reset.

Mailing Labels by Case - Displays name/address data for a category of people in label format.

STEP 1. Click on **Utilities** and, under the **Miscellaneous** menu, click on **Mailings...** then, click the **Mailing Labels by Case** hyperlink.

- ❏ Enter the case number in the YY-NNNNN format

- ❏ Select which categories to include. **NOTE:** default is "Select ALL participants" which includes all special mailing groups and all creditors. Clicking on any of the individual selections will deselect the ALL category and give you a listing of only those individuals.

- ❏ Select the format you desire. The one column file can be saved as a text file on your computer with the "File/Save As" browser option. The saved file can then be edited and printed on labels.

STEP 2. Click **Next** to continue or **Clear** to reset the options.

Verify a Document

This option allows you to verify a document has been filed.

STEP 1. Click on **Utilities** from the Main menu and, under the **Miscellaneous** menu, click on **Verify a Document** hyperlink.

STEP 2. Enter the case number using the YY-NNNNN format.

STEP 3. Enter the document number you wish to verify.

STEP 4. Click **Next** or **Clear** to reset.

STEP 5. If the case and document numbers are valid, the following items are displayed:

- **Case Number and Title** - Click on the number and name(s) hyperlink to view the case docket.

- **Docket entry** - The filed date, document number, and docket text of the entry in which the document was filed are listed. Click on the document number hyperlink to view the PDF.

- **File size is** - The size of the document in bytes is displayed.

- **Original Signature(s) and Verified Signatures** - Lists the document number, document description, original filename and electronic document stamp. **NOTE:** If these are not shown, there is no PDF document associated with the docket entry.

- **Verification** - States whether the original and verified signatures are the same or different.